

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 10th January 2023 at 14.00 in the Roden Suite, Edinburgh House, New Street, Wem

Present: - Cllrs D Parry (Chairman), P Broomhall, R Dodd, P Glover, C Granger, P Johnson, G Soul.

Mrs P O'Hagan (Town Clerk)

- 1 **Apologies** - to receive any apologies and reasons for absence.
Absent Cllr Towers.
- 2 **Disclosable Pecuniary Interests**
 - a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
None declared
 - b) To consider any applications for dispensation.
None received.
- 3 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 11.10.22.

Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 11.10.22 and they were duly signed by the chairman.

- 4 **Progress Report** – to note.

Resolved:- to note.

- 5 **Accounts**
 - a) To consider 3rd quarter budget report to 31.12.22.

Resolved:- to note the report.

- b) Audit - to consider the following items.
 - i) Statement of Internal Controls including process for dealing with invoices
Amendment under new suppliers to remove the line *Councillors will initial the invoice to show they have done this* – as physical invoices are no longer presented.

Resolved:- to approve the statement of internal controls including process for payment of invoices.

- ii) Effectiveness of the System of Internal Audit.

Resolved:- to note that a review was undertaken by the committee of the Town Council's system of internal audit and to recommend to the Town Council that

- The Internal Auditor met the Council's expected standards, and the Committee were satisfied that the system of internal audit was effective.
- That the recommendations provided in the internal auditor's reports had been implemented.

iii) Audit Plan - to approve the Audit Plan.

Resolved:- to approve the Audit Plan for 2022-23.

6 LGPS 3 Year Valuation Report – to consider.

Resolved:- to note the valuation report.

7 2023-24 Budget – to consider Administration Budget and Cllr Expenses Budget for 2023-24.

A discussion took place concerning the Mayors allowance and the view was expressed that it should be reduced by 1/3.

Resolved:- to recommend to Full Council that the following budget is adopted for Administration and Cllr Expenses in 2023-24.

	Budget
	2023-24
NET EXPENDITURE	
ADMINISTRATION	
Postage & Telephone	£2,000
Stat, books, etc	£410
Membership/ subs	£3,600
Audit	£1,600
Copier	£950
Chain of Office	£1,000
Mayors Allowance	£1,000
Mayors Hospitality	£750
Insurance	£1,900
Honours Boards	£120
Election Expenses	£1,000
Legal Fees	£1,000
Bank Charges	£700
Computer	£1,900
Townsmen Certs	£0
Office/room hire	£12,000
Pat test	£150
Finance package	£1,255
Communication / website	£600
Events	£500
Msc	£0

Total	£32,435
<u>CLLR TRAVEL EXPENSES</u>	
Training Conferences	£1,000
Cllr Travel Expenses	£75
Total	£1,075

8 Date and time of next meeting – to note.

Resolved:- not to set a date until the year end accounts closedown date has been confirmed.

9 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Resolved:- to exclude the press and public (none present).

a) Staff Hours

i) Groundsman's Summer Hours – to review.

Resolved:-

- **To approve the continued payment of 2 hours a week overtime to the Groundsman between 1.4.23 – 30.9.23 to enable him to have an earlier daily start time of 07.30.**
- **To make provision in the staffing budget for this overtime payment.**
- **To continue to review this agreement on an annual basis.**

ii) Project and Finance Assistant Hours – to discuss allocation an extra 1 hour a week from 1.4.23 to cover management of outdoor market.

Resolved:- to approve the allocation of an additional 1 hour a week from 1.4.23.

iii) To approve the payment from earmarked reserves of an additional 5 hours per month between 1.1.23 to 31.3.23 to the PA to the Mayor and Town Clerk to undertake scanning of Cemetery records.

Resolved:- to approve.

b) Staffing Budget

i) 2022-23 - to consider budget report to 31.12.23.

Resolved:- to note

ii) 2023-24 - to consider report and make recommendations for 2023-24 staffing budget.

Resolved:- to recommend that:-

- **Allocation is made in the budget for a 4% salary increase of all staff to cover the cost of a 4% NJC National Salary Award for 2023-24.**
- **The Project and Finance Assistant is awarded a pay award of one increment to NJC scale point 19.**
- **The Groundsman is awarded a pay award of one increment to NJC scale point 22.**
- **The Town Clerk is awarded a pay award of one increment to NJC scale point 41.**
- **Staff Training Budget to be increased to £1500, staff travel budgets to increase to £500.**
- **Pension Budget is increased to £20,000.**
- **National Insurance Budget is increased to reflect staff salary increases and any increases in employer contributions.**
- **Payroll Services budget is maintained.**
- **For transparency purposes the Msc staffing budget is split into £500 msc. staffing and £1000 for overtime and casual staffing.**
- **The 2023-24 staffing budget is set at £135754.**

Meeting ended 14.45

Chairman.....